App. 1

Interim Report to the University Council on the
PROPOSED UNIVERSITY GOVERNMENT,
from the Joint Committee on University Affairs

A sub-committee of the Joint Committee on University Affairs developed a proposal which was considered, modified and approved by the Joint Committee on University Affairs for recommendation to the University Council.

The proposal as presented here deals only with University Senate, its powers and composition, and the three first-level committees of the University government structure: The Steering Committee, the Review Committee and the Committee on Budget, Planning and Co-ordination.

The last page of this document lists the balance of the standing committees that will report directly to University Senate. Their specific functions and structure remain to be defined, with the exception of the Faculty Councils and the Board of Graduate Studies which will continue to exist in their present format.

This interim report is to provide some insight into the thinking of the Joint Committee on University Affairs, and a finalized, detailed proposal giving total membership, structure, etc., will be presented to the University Council for consideration in September.

Respectfully submitted,

BERT YOUNG,
Chairman,
J.C.U.A.

BY/MF
29.5.69

SIR GEORGE WILLIAMS UNIVERSITY

PROPOSED UNIVERSITY GOVERNMENT

The Senate - its Powers

Subject to the authority of the Board of Governors, the University Senate is responsible for the academic affairs and student life of the university, and in particular, but without restricting the generality of the aforegoing, the Senate is empowered to:

1. Establish its own rules of procedure;

2. Establish committees, delegate to these committees such powers within its own that it deems proper, receive reports from these committees, and to call any of these committees before it for report or consultation;

3. Consider and recommend to the Board of Governors matters relating to the priorities and objectives of the university, and relating to the establishment of faculties, schools and institutions;

4. Consider and make decisions on the reports of Faculty Councils and the Board of Graduate Studies related to the academic programme and regulations of the university, including the conducting of examinations;

5. Recommend to the Board of Governors the granting and conferring of all degrees;

6. Consider recommendations for the annual budget and submit its recommendations on this matter to the Board of Governors;

7. Determine policy for faculty performance, tenure, promotions; recommend to the Board of Governors annual promotions and salary floors and increments; provide for search committees for appointment of the Principal, Vice-Principals and Deans, in consultation with the Board of Governors.

8. Encourage research and administer the university's policy and funds for aid to research;

9. Develop a general programme of library services for all the interests of the university, and make rules and regulations for the conduct of the library;

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10. Make rules and regulations regarding academic awards and provide for the administration of scholarships;

11. Make recommendations to the Board of Governors on the planning of new buildings, and determine the use of existing physical space;

12. Determine timetables of examinations, lectures and other instruction in all faculties and provide for the preparation and publication of the university calendar;

13. Consider all matters reported to it by any Faculty Council, the Board of Graduate Studies or any of the standing committees of University Senate, and communicate its opinion or action thereon to the Faculty Council concerned;

14. Determine the date of the beginning and ending of lectures, and the date of the beginning and ending of the university term or terms;

15. Consider and make decisions on the establishment of departments, chairs and courses of instruction;

16. Determine the enrolment and regulations respecting admission of persons to the university as students;

17. Make recommendations to the Board of Governors with respect to affiliation with other institutions, liaison with such, or the entering into any agreement with other institutions, organizations and associations;

18. Make recommendations to the Board of Governors on matters considered by the University Senate to be of interest to the university and not conflicting with the powers of any Faculty Council;

19. Make recommendations to alter its constitution and composition and those of its committees to meet changing conditions.

The University Senate must meet at least three times in both the first and the second term of the regular academic year (excluding the summer term), or upon the call of the chair, or upon signed demand of any 12 members of the Senate.

COMPOSITION OF COMMITTEES

1. THE UNIVERSITY SENATE

(1) - The Principal & Vice-Chancellor

(1) - The Vice-Principal, Academic

(1) - The Vice-Principal, Administration & Finance

(1) - The Secretary of Senate (ex officio and non-voting)

(5) - 5 Faculty Deans

(1) - The Dean of Students

(5) - 5 full-time Faculty members of the Committee on Budget, Planning & Co-ordination

(5) - 5 Student members of the Committee on Budget, Planning & Co-ordination

(1) - The Chairman of the Review Committee

(6) - 6 representatives of the Board of Governors, including the Chancellor and Chairman of the Board. It is recommended that the 4 additional representatives (5 if the Chancellor and Chairman of the Board are one and the same person) be chosen from those members representing the community at large

(2) - 2 Alumni

(4) - 4 Students at large, 2 appointed by the Students' Association 2 appointed by the Evening Students' Association

(1) - 1 Graduate Student, appointed by the Graduate Students' Association

(5) - 5 full-time Faculty members at large, to be appointed by S.G.W.A.U.T. but not necessarily members of S.G.W.A.U.T.

(11) - Representatives from each of the 9 standing committees, as follows:

Student Affairs Council - representatives: Chairman of the Council and 2 Students (1 day and 1 evening).

Committee on New Programmes - representative: full-time Faculty.

Committee on Existing Programmes & Academic Regulations - representative: full-time Faculty.

Committee on Academic Personnel - representative: full-time Faculty.

Committee on Enrolment - representative: full-time Faculty.

Committee on Academic Research & Development - representative: full-time Faculty.

Committee on Physical Planning & Space - representative: full-time Faculty or Student.

Committee on the Library - representative: full-time Faculty or Student.

Committee on Computer Operations - representative: full-time Faculty.

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49 TOTAL

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Ex officio, non-voting Members of University Senate:

- The Librarian
- The Registrar
- The Treasurer
- The Director of Guidance
- The Co-ordinator of Academic Planning
- The Director of Physical Planning
- The Director of the Computer Centre
- The Secretary of Senate

8 TOTAL

57 Total Membership of University Senate

The Vice-Principal, Academic, acting as Chairman.

2. THE STEERING COMMITTEE

- 1 representative of the Administration
- 1 representative of the Student body
- 3 full-time Faculty members

) all appointed by and from Senate

- The Secretary of Senate (ex officio and non-voting)

This Committee is responsible for setting the proposed agenda for Senate, receiving all business that is placed before Senate, and will be responsible to Senate for the nominating of committee membership.

3. THE REVIEW COMMITTEE

- 2 representatives from the Administration appointed by the Principal
- 2 full-time Faculty members appointed by S.G.W.A.U.T. (one of whom need not necessarily be a member of S.G.W.A.U.T.)
- 2 representatives from the Student body, 1 appointed by the Students' Association, 1 appointed by the Evening Students' Association

This Committee is responsible for the evaluation and review of university government operations, and the Chairman will report to Senate when necessary, but at least once a year.

4. THE COMMITTEE ON BUDGET, PLANNING AND CO-ORDINATION

- The Principal & Vice-Chancellor
- The Vice-Principal, Academic
- The Vice-Principal, Administration & Finance
- The Secretary of Senate (ex officio and non-voting)
- 5 Academic Deans
- The Dean of Students
- 5 full-time Faculty members, one from each faculty and one from the Board of Graduate Studies. The Faculty Councils are to be responsible for the nomination of each faculty's representative, and the Board of Graduate Studies for its representative.
- 5 Student members, 2 day students, 2 evening students and 1 graduate student. The Student Affairs Council is to be responsible for the nomination of the 5 student representatives.

The Vice-Principal, Academic, acting as Chairman.

This Committee, besides setting priorities and budgets, is responsible for recommending an overall educational and development policy for the consideration of Senate and for presenting these reports to Senate.

Duties and Responsibilities

The Committee on Budget, Planning & Co-ordination is a standing committee of Senate, reporting to it and responsible to it for all its decisions and actions. It is responsible for draughting the annual budget for the academic operation of the university, including the library, and for any budgetary projections for future years. It is also responsible for establishing priorities of expenditure within these budgets.

1. It shall have power to establish its own rules of procedure. A quorum shall consist of half the membership plus one. In order to call a special meeting of the Committee, 7 members must be in agreement to request the chairman to do so.

2. It shall have power to establish whatever sub-committees may seem desirable, delegate any of its responsibilities to such sub-committees, receive, consider and act upon the reports and recommendations of its sub-committees.

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3. It shall receive recommendations from each Faculty Council, the Board of Graduate Studies and other standing committees of Senate with respect to all items to be considered for the budget.

4. It shall consult Deans, Committee Chairmen, the Librarian, or anyone else involved, about the nature and priority of budget requests.

5. It shall receive recommendations from other major standing committees as to the implementation of new programmes at the graduate or undergraduate levels, changes in existing programmes, developments in research, programmes of "perfectionnement", personnel requirements, library development and space needs. It shall then study the budgetary implications of these proposals over a projected five-year period annually, and present this plan to Senate.

6. Upon approval of a plan of priorities by Senate it shall inform all committees involved, and each Dean, of the plan which defines the overall objectives of the university for the next five years.

7. It shall then review the total university budget and in its light prepare the annual academic budget for the approval of Senate, and whatever projections of budget that may be called for, and present this budget or these budgets to Senate.

The following Faculty Councils and other standing committees will constitute the structure of the university government:

Arts Faculty Council
Science Faculty Council
Commerce Faculty Council
Engineering Faculty Council
Board of Graduate Studies
Committee on Budget, Planning & Co-ordination
Steering Committee of University Senate
Review Committee of University Senate
Student Affairs Council
Committee on New Programmes
Committee on Existing Programmes & Academic Regulations
Committee on Academic Personnel
Committee on Enrolment
Committee on Academic Research & Development
Committee on Physical Planning & Space
Committee on the Library
Committee on Computer Operations